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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DDS Conference Room

7 March 1973

1. Present were:

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2. Items of interest from the DDO Staff Meeting - 7 March

a. "Summary" Format. Mr. Colby noted that the DDO would be well advised to begin using a summary paragraph at the beginning of each paper we write along the lines of the summary paragraph that is used in reporting intelligence information. He feels that the author is better able to concisely state the thrust of the message than to have someone on the receiving end do this. He cautioned that the summary paragraph is not to be used as an index to the paper that follows, but rather to be a substantive statement. He feels any paper we write going to the DCI should use the summary paragraph and he indicated it would help him to receive memos with this format.

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c. Budget Increases. Mr. Colby said that as a result of a recent misunderstanding, he wanted to make it clear that whenever an operating component feels it has an operation which is important and should be undertaken and the current budget is unable to accommodate the new undertaking that a request should be forwarded to him. He emphasized that budgetary problems are his to deal with and he will make necessary funds available in one way or another.

3. Items of interest from the DDS Staff Meeting - 6 March

a. Discussion of Grievance Procedures. Mr. Wattles discussed various forms of employee grievances and how best to adjudicate them. One suggestion was for each office to have an ombudsman to handle grievances. Another

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approach would be to have component personnel officers serve as channels. Still another idea was to convene grievance panels at the component or directorate level. The ADDS indicated that the discussion had produced sufficient ideas to permit the Directorate to attempt to establish a uniform procedure and to report to the IG. 25X1C



c. Mr. Coffey briefed the group on the central theme of Mr. Schlesinger's speech to the Operations Directorate on 5 March. He said the Director felt he had stressed that no longer are there to be isolated islands within the Agency and that there will be greater efforts made to have officers of the DDO and DDI work more closely together and be critical of each other's efforts in the interest of producing a better product.

d. Reduction in Personnel. Mr. Coffey read a DCI memo to all Deputies and Heads of Independent Offices, dated 5 March 1973, requiring the identification of employees who are excess to current and anticipated manpower requirements.

e. Speeding. Mr. Osborn expressed serious concern about the "speedsters" within the Agency grounds. He noted that recent test runs of the OS radar revealed flagrant speeding violations beyond 7 mph over posted limits. Tickets will be given to speeders effective 15 March with a record of the violation being sent to the employee's State Highway Patrol to be noted on the employee's driving record.

f. Training Notes. Mr. Cunningham said that OTR is looking for linguists for employment and has one highly qualified Black candidate OTR hopes to hire. He also added that the new Director and his wife, along with [redacted] attended a cocktail party honoring the graduates of the latest Senior Seminar. Mr. Cunningham related that the Director will be talking to future Senior Seminar gatherings. The third running of the Office Management course in which 14 senior secretaries have been invited will run from 13-16 March. 25X1A

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4. Other items of interest.

a. Dollar Devaluation - Allowance Adjustments. The Department of State now seems to be in the final stages of its study of the impact of the dollar devaluation, and we anticipate that they will shortly publish the revised rates for the various allowances. When these are published they will be effective for CIA and other civilian agencies. In addition, the Administrative Allowance Committee is

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prepared to adjust the allowances of NOC personnel as soon as the new rates are issued. The Committee will establish guidelines and percentage rates of increase of the existing allowances, and the Committee will provide appropriate notifications to the Office of Finance. The effective date of the adjusted NOC allowances will be the same as the effective date of the revised allowances for official personnel.

b. Refund of Taxes Paid on Retirement Deductions. IRS has issued a "Fact Sheet" dated February 1973 which provides official guidance on this subject, a copy of which we have given you. Note that IRS prescribes the use of Form 843 to file claims for refunds. Refund claims on covert income tax assessments are not necessary. If the taxpayer prevails in the litigation and refunds are allowable,

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c. Inside Painting. [] tells us that a painting company under contract to GSA on 6 March began the repainting of some 200,000 square feet of wall space in the Headquarters building. The painters will work both during the week and on weekends and will give us 24 to 48 hours notice when an area is to be painted. We are asked to remove any wall decorations we may have and the painters will take care of removing drapes and blinds. They will try to schedule vaulted areas during the week and we are particularly asked to extend full cooperation in such areas to make them available for painting on schedule. Dick will give us the schedule of DDO space to be covered as soon as he can obtain it. All metal walls will be painted during this exercise.

d. "Damage Report." We have reserved the main auditorium for the showing of this film on the mornings of Tuesday, 13 March, and Thursday, 15 March, beginning at 0930 each day. Please split your attendees in roughly two equal groups.

e. Promotions to GS-15.

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